

Rhode Island Department of Health

Equal Employment Opportunity Advisory Committee

Meeting

Wednesday, October 24, 2007

In attendance: Cheryl LeClair, Carrie Bridges, Janice Fontes, Anna Sullivan, Rilwan Feyisitan, Shashi Mehta, and Dhitinut Ratnapradipa.

Call for Additional Agenda Items

There was no call for additional agenda items to be included on the agenda.

Approval of Minutes

The group reviewed the draft minutes from the September 19, 2007 meeting. The group approved the minutes with no changes noted. Cheryl noted that she would send an electronic copy of the finalized minutes to the members.

Update on Open meetings Requirements

Cheryl informed the group that the agenda for this meeting was properly posted on the Secretary of State's website and several bulletin boards within HEALTH.

Revitalization of the EEO Committee

Division/Center Appointments & At-Large Members - Progress Report: Cheryl asked the members to look over the EEO Advisory Committee membership list now that Family Health and Community Health & Equity have merged. It was decided to combine the Family Health and Community Health & Equity positions into one Community, Family Health & Equity position. It was also noted that Dhitinut Ratnapradipa and Bob Vanderslice currently fill this position. It was noted that the by-laws would also need to be corrected. A decision was also made to wait a little while longer before approaching the Center/Division Directors for appointments to vacant positions given that they are very busy addressing budget issues right now. Cheryl noted that she just sent a draft email to Helen Drew for consideration for using it to recruit the two vacant at-large positions. Cheryl said that she would follow-up with Helen regarding the email.

Development of Work Plan & Priorities

Carrie handed out a draft EEO Committee work plan that focuses on three key areas (recruitment, retention, and cultural competency) and which includes 13 identified strategies. During the allocated meeting time, the members were able to review and sharpen the 6 strategies included under the recruitment focus area. Comments arising from this meeting included:

Strategy Key Action Steps Responsible Parties Timeline

1.1 Pre-hiring and during hiring 4. Incorporate into personnel policy manual? Carrie/Shashi To dovetail with Ed D'Arezzo's work)

1.2 Informing Shashi/Student Intern

1.3 Ana (Carol Hall Walker will help)

1.4

1.5 Carrie (Bob Marshall & Rosa Anderson)

1.6 DOA Diversity Director (Cheryl Borrill)

For 1.1, it was noted that there should be a clear set of guidelines with minimum qualifications that should not change from one hire to another. It was also noted that the EEO Committee should keep area health education centers (AHECs) in mind as an existing vehicle for recruiting minorities into professions.

Cheryl reminded the group that Ed suggested the group focus on accomplishing some small, yet significant, tasks to get some accomplishments under its belt and get others exciting about the EEO Committee's work.

Next Meeting

The members agreed that there was a need to meet again before the next regularly scheduled meeting on November 21 in order to finish reviewing and finalizing the draft work plan. Cheryl agreed to

schedule this meeting for the week of November 5 - November 9.

Respectfully Submitted,

Carrie Bridges

Cheryl Leclair